

COUNSELING ELECTION FORM

I understand that EEO counseling is intended to address employee and applicant concerns regarding alleged EEO discrimination based on race, color, national origin, religion, sex, age (40+), mental or physical disability, or reprisal for participating in the EEO complaint process or for having participated in an activity protected by various civil rights statutes.

On _____, I presented my issues to Dianne Whitney, EEO Counselor, U.S. Fish and Wildlife Service, Region 1/CNO, and received information and literature about the complaint process and the rights and responsibilities of aggrieved persons participating in the complaint process. The EEO counselor has neither encouraged nor discouraged the election I have made concerning my participation in the complaint process. I am voluntarily electing (initial statement A or B below):

- A. **To Participate in the EEO counseling** (pre-complaint) process. I understand that counseling will include fact finding for the purpose of facilitating neutral resolution assistance to the parties. I also understand that counseling will end 30 calendar days after my first request to participate in the U.S. Fish and Wildlife Service EEO Pre-Complaint process unless it is mutually agreed upon to extend EEO Counseling for no more than 60 additional calendar days to participate in ADR efforts. I also understand it is my right to remain anonymous during the pre-complaint counseling process. I hereby choose to:

_____ **Remain Anonymous** _____ **May Use My Name**

- B. **Not to participate in the EEO counseling** (pre-complaint) process. I understand that by declining to participate in the counseling stage of the complaint process, I may be waiving my rights to have a formal complaint accepted as timely on the issues that I presented to the counselor. The counselor has explained that 29 C.F.R. Part 1614.105 requires that persons who believe they have been unlawfully discriminated against based on race, color, national origin, religion, sex, age (40+), mental or physical disability or reprisal, **must participate in the counseling stage of the process before filing a formal complaint**. I also understand that if I later decide to participate in the counseling stage as defined above, the Equal Employment Opportunity Commission's regulations require that I seek counseling within 45 calendar days of the alleged discriminatory action(s).

Claimant=s Signature

Date

EEO Counselor=s Signature

Date